

Wide Area Workflow Receipt and Acceptance

Creating a Receiving Report

Creating a Receiving Report

- A Receiving Report is created by the Accepting Activity when:
 - The Vendor submits an Invoice only in WAWF, or
 - The Vendor submits a Paper Invoice
- An Acceptor created Receiving Report must also be Accepted (See “Accepting a Shipment in WAWF-RA)

Access the WAWF-RA Website

Wide Area WorkFlow Version 3.0.2 - Microsoft Internet Explorer

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Address <https://wawf.eb.mil> Go Links

Wide Area Workflow

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[Customer Support](#)

DISA WESTHEM
Area Command Ogden
Customer Service Center
CONUS ONLY 1-866-618-5988
COMMERCIAL: 801-605-7095
DSN: 388-7095
FAX COMMERCIAL: 801-605-7
FAX DSN: 388-7453
cscassig@ogden.disa.mil

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Wide Area WorkFlow

Version 3.0.2

System messages:
If you are still experiencing log on problems to the WAWF application, please assist us in analyzing these events as follows: We request you to stop exactly where you have encountered the problem and promptly report your problem to the Ogden Help Desk. Ogden will provide step by step instructions for data capture.

WAWF v3.0.2 is experiencing difficulties with users logging on with their Common Access Card (CAC) and PKI certificate. We're working to resolve the problem. In the interim, current CAC/PIK certificate users will be issued USERID/Password to access the application. If you previously used a CAC/PIK in WAWF and haven't received an email with your one-time password, please contact your Group Administrator (GAM) or the WAWF Ogden Customer Support Center. We apologize for any inconvenience this may cause and thank you for your patience.

[Logon to WAWF-RA](#) (Registered user only)
[Self Register](#) to use WAWF-RA (New users)*
[Help](#) with registration for access to WAWF-RA

*Note: Your computer must be set up to run WAWF-RA before you can self register. See "About WAWF-RA."

Internet

Logon to WAWF-RA

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[Help with registration for access to WAWF-RA](#)

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Enter User ID and Password

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Wide Area Workflow

Enter User ID

WAWF - Login

User Id

Password

Select Certificate

If you have forgotten your WAWF password, please contact your group administrator or Customer Support.

Done Internet

**Note: User ID
And Password
Are case sensitive**

Open the Acceptor Menu

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Wide Area Workflow

UserID: GovAcc30

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[Software Users Manual](#)

[Submit New Requirements](#)

[Display Units of Measure Table](#)

[Display Pay DoDAACs Table](#)

[Find DCAA DoDAAC in Audit Office Locator](#)

Click the (+)

Please start by selecting one of the links from the left menu.

WARNING!

- Please **DO NOT** use the browser **BACK BUTTON** within the WAWF application.
- The use of the browser's **BACK BUTTON** is not supported within the WAWF application when completing electronic forms.
- Use of this button will cause the loss of data not yet saved to the server.
- Where they exist, use the **RETURN** or **BACK** buttons to return to a previous page within the WAWF application.
- In data capture and when reviewing documents, you may move from tab to tab to work with the various information categories, e.g., Document Header, Addresses, Comments, Line Items, etc.

Done Internet

Select "Create Receiving Report"

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Please start by selecting one of the links from the left menu.

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Enter Contract Information

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Create New Document

* = Required Fields

Contract Number *	Delivery Order	Ship To Code/Ext. *
<input type="text"/>	<input type="text"/>	<input type="text"/>

Annotations:

- If Applicable** (points to Delivery Order)
- Enter the Contract Number WITHOUT dashes.** (points to Contract Number field)
- Select Acceptor's DoDAAC from the drop-down** (points to Ship To Code/Ext. field)
- Click Continue** (points to Continue button)

Done Internet


Enter Pay DoDAAC

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Create New Document

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC *
DAAB0797DB608	0014	HC1001	<input type="text" value="HQ0338"/>

Enter Paying Office DoDAAC "M67443" if it does not populate by default

Click Continue

Done Internet


Select Document to Create

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Create New Document

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC
DAAB0797DB608	0014	HC1001	HQ0338

Select Document to Create: *

☒ Receiving Report

[Return](#) [Reset](#) [Page Help](#)

Click

Internet


Identify Inspection/Acceptance Locations

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Create New Document

* = Required Fields

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC
DAAB0797DB608	0014	HC1001	HQ0338

Select Document to Create: *

☒ Receiving Report Inspection: Destination Acceptance: Destination ☐ From Invoice

[Continue](#) [Return](#) [Reset](#) [Page Help](#)

Defaults as Destination

Click Continue

Done Internet


Enter Additional Contract Information

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Wide Area Workflow

The Issue Date of the Contract.

Create New Document

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Ship To Code / Ext.	Pay DoDAAC
DAAB0797DB608 0014	HC1001	HQ0338	

Issue Date	IssueBy DoDAAC	Admin DoDAAC *	InspectBy DoDAAC / Ext.	Mark For Code / Ext.
1998/12/22	W15P7T	S0512A		

Ship From Code / Ext.	Cage Code * / Ext.
	06481

Document Selected:

Receiving Report Destination Inspection / Destination Acceptance

[Continue](#) [Return](#) [Reset](#) [Page Help](#)

Click Continue

If not populated by default


Enter Shipment Information

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Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB0797DB608	0014	1998/12/22	D	D	<input checked="" type="radio"/> Supplies

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="text" value="N"/>

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text" value="S"/>

First Line Haul Mode

Document Total: \$0.00

[Create Document](#) [Return](#) [Page Help](#)

Done Internet

Annotations:

- Date Format
- Shipment No. format
AAAXNNN
A=Alpha, X-Alphanumeric
N=Numeric


Final Shipment and F.O.B.?

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Wide Area Workflow

Header Addresses Mark For Comments Line Item

Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
DAAB0797DB608	0014	1998/12/22	D	D

Supplies

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
			N

Government B/L Number TCN Gross Weight FOB

			S
--	--	--	---

First Line Haul Mode

Document Total: \$0.00

Create Document Return

Is this the final shipment for this contract?

FOB Point from "Delivery Information" on contract

Create Line Items

All Receiving Reports must
contain a minimum of one
Line Item


Access the Line Item Tab

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Header Addresses Mark For Comments **Line Item**

Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point
DAAB0797DB608	0014	1998/12/22	D	D

☒ Supplies

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
<input type="text"/>	<input type="text"/>	<input type="checkbox"/>	<input type="checkbox"/> N

Government B/L Number	TCN	Gross Weight	FOB
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="checkbox"/> S

First Line Haul Mode

Document Total: \$0.00

Done Internet


Add Line Items

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Header Addresses Mark For Comments Line Item

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
							

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UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Click Add CLIN/SLIN

Done Internet

Enter CLIN Information

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Add CLIN/SLIN From Contract

* = Required Fields

Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price
0001	MFR001	MG - Manufacture's Part Number	100	EA	\$ 250

SDN	ACRN	GEF?	Advice Code	Amount
		N		\$ 25,000.00

Description *

Widgets

Milstrip No. Milstrip Qty. Actions

Save CLIN/SLIN Return Page Help


Internet

Save CLIN/SLIN

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Edit CLIN/SLIN

* = Required Fields


Item No. *	Stock Part No. *	Type *	Qty. Shipped *	Unit *	Unit Price
0001	MFR0001	VP - Vendor's (Seller's) Part Number	100	EA	\$ 250

SDN	ACRN	GFE?	Advice Code	Amount
	<input type="checkbox"/>	N		\$ 25,000.00

Description *

Widgets

Milstrip No. Milstrip Qty. Actions



Click **Save CLIN/SLIN**

Save CLIN/SLIN Return Page Help


Internet

Edit or add additional CLIN's/SLIN's

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Wide Area Workflow

Header Addresses Mark For Comments Line Item

Line Item Details:

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	MFR0001	VP	100	EA	\$ 250	\$ 25,000.00	 

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UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Main Work Area

Done Internet

Click to Edit CLIN/SLIN


Click to Add a CLIN/SLIN

Return to the Header Tab

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Header Addresses Mark For Comments Line Item

Line Item Details: Click the Header tab

Item No.	Stock Part No.	Type	Qty. Shipped	Unit	Unit Price	Amount	Actions
0001	MFR0001	VP	100	EA	\$ 250	\$ 25,000.00	 



Page Help

UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.


Done Internet

Create the Document

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Data Capture - Receiving Report

* = Required Fields, Date = YYYY/MM/DD

Contract Number	Delivery Order	Issue Date	Inspection Point	Acceptance Point	
DAAB0797DB608	0014	1998/12/22	D	D	<input checked="" type="radio"/> Supplies

Shipment No. *	Shipment Date *	Estim.	Final Shipment?
MFR0001	2003/11/19	<input type="checkbox"/>	N

Government B/L Number	TCN	Gross Weight	FOB
			S

First Line Haul Mode

Document Total: \$25,000.00

Click Create Document

Create Document Return Page Help


Done Internet

Document Created

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Header Line Item Addresses Misc. Info

RECEIVING REPORT

* = Required Fields

Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies		
DAAB0797DB608	0014	1998/12/22	<input type="checkbox"/> Services		
Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC
MFR0001	2003/11/19	N	D	D	<input type="checkbox"/> ARP
B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB	
				S	

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$25,000.00
	\$25,000.00

Routing Information:

Prime Contractor	Administered By
Cage Code: 06481 Extension:	DoDAAC: S0512A
Name: LITTON SYSTEMS, INC.	Name: DCMA VAN NUYS
Ship To	Payment Official
Code: HC1001 Extension:	DoDAAC: HQ0338
Name: DISA INTERNAL SUPPORT BRANCH	Name: DEAS - COLIMBIS CENTER

Adding Attachments

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RECEIVING REPORT

* = Required Fields

Contract Number		Delivery Order		Issue Date		<input checked="" type="checkbox"/> Supplies <input type="checkbox"/> Services	
DAAB0797DB608		0014		1998/12/22			
Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point		<input type="checkbox"/> CoC <input type="checkbox"/> ARP	
MFR0001	2003/11/19	N	D	D			
B/L Number	TCN	First Line Haul Mode		Gross Weight		FOB	
						S	
Summary of Detail Level Information						Total	
1 CLIN/SLIN(s)						\$25,000.00	
						\$25,000.00	

Routing Information:

Prime Contractor		Administered By	
Cage Code: 06481 Extension:		DoDAAC: S0512A	
Name: LITTON SYSTEMS, INC.		Name: DCMA VAN NUYS	
Ship To		Payment Official	
Code: HC1001 Extension:		DoDAAC: HQ0338	
Name: DISA INTERNAL SUPPORT BRANCH		Name: DEAS - COMBIBUS CENTER	


Click the **Misc. Info** tab

Add an Attachment

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RECEIVING REPORT


-CONTINUATION SHEET

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAB0797DB608	0014	MFR0001	

Initiator Information

Name: Lori Christen
Title: QAS
Phone #: 540-563-0371 x 4410
DSN:
Email: wawf_undel@ecedi.nit.disa.mil
Org Email: wawf_undel@ecedi.nit.disa.mil

Date of Action: 2003/11/19
Action(s):

Attachments: 

Comments:

MarkFor Rep:

MarkFor Secondary:

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UPON COMPLETION OF WORK IN THIS AREA, CLICK ON ANOTHER TAB FOR FURTHER ACTION OR ON THE HEADER TAB TO SUBMIT.

Done Internet

Click the **Add Button**

Search for and select the attachment

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Address <https://wawftraining.eb.mil/> Go Links »

Wide Area Workflow

UserID: GovAcc30

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[Access History Folder by User](#)

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Form - Attachments

Pick up a file to attach

Main Work Area

Click the **Browse** Search for and select a file to attach.


Done Internet

Return to the Header tab

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Wide Area Workflow

Header Line Item Addresses Misc. Info

RECEIVING REPORT

-CONTINUATION SHEET

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DAAB0797DB608	0014	MFR0001	

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MarkFor Secondary:

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Done Internet

Submit the Receiving Report

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 Wide Area Workflow

UserID: GovAcc30

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Wide Area Workflow

Contract Number	Delivery Order	Issue Date	<input checked="" type="checkbox"/> Supplies		
DAAB0797DB608	0014	1998/12/22	<input type="checkbox"/> Services		
Shipment Number	Shipment Date	Final Shipment	Inspection Point	Acceptance Point	<input type="checkbox"/> CoC
MFR0001	2003/11/19	N	D	D	<input type="checkbox"/> ARP
B/L Number	TCN	First Line Haul Mode	Gross Weight	FOB	
				S	

Summary of Detail Level Information	Total
1 CLIN/SLIN(s)	\$25,000.00
	\$25,000.00

Routing Information:

Prime Contractor	Administered By
Cage Code: 06481 Extension:	DoDAAC: S0512A
Name: LITTON SYSTEMS, INC.	Name: DCMA VAN NUYS
Ship To	Payment Official
Code: HC1001 Extension:	DoDAAC: HQ0338
Name: DISA INTERNAL SUPPORT BRANCH	Name: DFAS - COLUMBUS CENTER
Issue By	
DoDAAC: W15P7T	
Name: XR W4GV USA HQ COMM ELECT CMD	

Scroll down and click **Submit**


Submit Return Print Page Help

Receive Confirmation

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UserID: GovAcc30

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The Destination Inspection and Acceptance Receiving Report has been submitted successfully.

Contract Number	Delivery Order	Shipment Number	Invoice Number
DAAAB0797DB608	0014	MFR0001	

Identifies Email Notifications

Email sent to Acceptor: wawf_undel@ecedi.nit.disa.mil
Email sent to Vendor: wawf_undel@ecedi.nit.disa.mil

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Wed Nov 19 13:35:32 EST 2003

Done Internet

Proceed to
Working in the Acceptance
Folder

Log out of WAWF-RA

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Address: <https://wawf.eb.mil/>

Wide Area Workflow

Submit

UserID: molson01

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[\[+\] Group Administrator](#)

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View Only Acceptor By DoDAAC Folder for DoDAAC 'M67386' (7 items, sorted by Contract Number)

Item	Type	Cage Code	Contract Number	Delivery Order	Shipment No	Acceptance Date	Status	Recall RR	Void RR	Invoice Number	Invoice Received Date	Status	Recall Invoice	Void Invoice
1	Invoice 2in1	0RKC5	M6738602C2007		KC20	2003-11-01	Processed			KC20	2003-11-05	Processed		
2	Combo	08EW1	M6738603P3045		MCSA001Z	2003-09-08	Processed			031705	2003-09-04	Processed		
3	Combo	08EW1	M6738603P3048							031723	2003-09-09	Processed		
4	Combo	08EW1	M6738603P3048		MCSA001Z	2003-10-10	Processed			031721	2003-09-09	Processed		
5	Combo	08EW1	M6738603P3048		MCSA002Z		Void							
6	Combo	08EW1	M6738603P3049		MOSS001Z	2003-10-21	Processed			031723	2003-09-10	Processed		
7	Invoice 2in1	0NCG5	M6738604P4001		309903	2003-11-12	Processed			309903	2003-11-04	Processed		

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Done Internet